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DD Form 1155, JAN 1998 (EG)

PREVIOUS EDITION MAY BE USED.

Sverdrup Technology Unified and Special Operations Group

#### Cost Proposal - PEO-SP

PEO M&R Total

CLIN 0006 Labor (Firm Fixed Price)	12	МО	\$60,647.23333	\$727,766.80
CLIN 0002 Materials (Cost Reimbursable)	1	LO		\$ 259.00
CLIN 0003 Travel (Cost Reimbursable)	1	LO		\$ 20,000.00
CLIN 0007 Technical Data	1	LO	١	NSP

## SPECIAL INSTRUCTIONS

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

#### ACCOUNTING AND APPROPRIATION DATA

AA: 9720100.56SF SC2 52SP XSP01 01 592 525700 F25700 1SP50021260100

\$748,025.80

AMOUNT:

\$638,025.80

AB:

9720100.56SA 2 SJ-8616 012415.XF000 25GY 00000 MIPR2EUSS00624 DXF600 S31129 1SP50021260200

AMOUNT:

\$110,000.00

#### STATEMENT OF WORK (SOW) FOR

# PROGRAM EXECUTIVE OFFICER FOR SPECIAL PROGRAMS (PEO-SP) ON-SITE TECHNICAL ASSISTANCE

1.0 <u>Scope</u>. The Program Executive Officer for Special Programs provides oversight and management direction to classified and unclassified acquisition programs

In order to execute these programs, administrative, security, financial, logistics, and program management support services/functions are performed. This Statement of Work details efforts that the ALMBOS contractor will perform in accordance with regulations and directives applicable to acquisition. The contractor will provide deliverables during the contract term as annotated in the accompanying Contract Data Requirements List (CDRL). The Government's Statement of Objectives (SOO) provides two broad objectives (Contract and Management) which were used extensively in developing this contractor SOW.

### 2.0 Applicable Documents and References.

DoD 5000 Series Directives (various dates)
DoD 5105.21-M-1 (Aug98)
DoD 5200.1-PH (Apr97)
DoD 7000.14-R (various dates)
USSOCOM Dir 1-4 (28Jun93)
USSOCOM Dir 1-9 (22May97)
DSSOCOM Dir 70-1 (11Apr01)
Defense Acquisition Directives
SCI Administrative Security Manual
Guide to Marking Classified Documents
DoD Financial Management Regulation
Planning, Programming, and Budgeting System
The Planning Process of the USSOCOM Planning,
Programming, and Budgeting System
Acquisition Management

- 3.0 <u>Requirements</u>. The task will provide administrative, security, financial, logistics and program management infrastructure support to PEO-SP.
- 3.1 Administrative and Security Support (SOO 2.1)
- 3.1.1 The Sverdrup Team will conduct facility, personnel, and security document control at the Government Site IAW DoD 5220.22M and Sup1; USSOCOM Manual 380-2, 380-4, 380-5; USSOCOM 380-series Standing Operating Procedures; JSOCM 380-5, and USSOCOM SOAL-SP Program Security Directives.
- 3.1.2 The Sverdrup Team will periodically review and maintain document logs and receipts, prepare program access requests on an as needed basis, and prepare and monitor personnel indoctrination and debriefing agreements. (A002 Technical Services)
- 3.1.3 The Sverdrup Team will maintain a complementary PAR suspense/tracking system. (A002 Technical Services)
- 3.1.4 The Sverdrup Team will conduct and maintain an annual 100% sighted inventory of accountable classified documents and materials. The Sverdrup Team will change all safe combinations as required to meet mission needs and maintain a secured listing of all container combinations. (A002 Technical Services)

- 3.1.5 The Sverdrup Team will maintain lists of program facilities and corresponding security points of contact in a logical database. Support in the form of facsimile, mailing and courier support will be required to provide a full spectrum of access and correspondence with each facility and point of contact. (A002 Technical Services)
- 3.1.6 The Sverdrup Team will maintain a database of system accreditation's. A master library of pertinent security directives and complementary reference materials (e.g., security classification guides) will be established and maintained. A tracking system will be established to index and appropriately archive all historical program documentation to include storage of classified and unclassified documents, disposal of documentation requiring destruction, and the transfer of controlled documents. (A002 Technical Services)
- 3.1.7 The Sverdrup Team will provide full time administrative support for daily office operations. These tasks include the preparation and tracking of travel orders; maintaining action suspense logs and calendars; filing documentation; generating and editing documentation and briefing slides; preparing purchase requests for office supplies; and all other appropriate tasks required to maintain an efficiently run administration function. (A002 Technical Services)
- 3.2 Program Management Support. (SOO 2.2)
- 3.2.1 The Sverdrup Team program management team will develop, support, update and maintain classified acquisition program baseline documentation. The Sverdrup Team will prepare representative program briefing packages to be used by the government in various informational venues internal and external to HQ USSOCOM. All Sverdrup Team efforts will follow guidelines established for the Special Operations Acquisition and Logistics Information System (SOALIS) to include program information quad charts, acquisition program baseline metrics, program assessments and execution status pulled from the IFTS database. (A002 Technical Services)
- 3.2.2 The Sverdrup Team will provide full time program management support to the PEO-SP System Acquisition Managers. This management team support will focus on the total life cycle acquisition
- 3.2.3 The Sverdrup Team will provide real-time program management support l
- 3.2.4 The Sverdrup Team will support day-to-day activities that include support to acquisition and milestone reviews, execution reviews, and a multitude of program acquisition/ commodity working group teams. The Sverdrup Team will develop, update, and continually maintain program briefing packages using prescribed standard formats and policies. The contractor will provide technology insertion or other acquisition program related analyses as tasked by PEO-SP managers. (A002 Technical Report)
- 3.2.5 The Sverdrup Team will establish and maintain an appropriately indexed and fully catalogued master library of all PEO-SP program documentation with applicable reference materials. (A002 Technical Services)
- 3.2.6 The Sverdrup Team will provide arrangements, tracking, and as needed support for all meetings and conferences inherent to the PEO-SP mission. (A002 Technical Services)

- 3.2.7 The Sverdrup Team will review, analyze, and comment on all documents prepared by other Government Agencies in support of the PEO-SP mission. (A002 Technical Report)
- 3.3 Logistics Support (SOO 2.3)
- 3.3.1 The Sverdrup Team logistics team will provide acquisition and surveillance related logistics support expertise to PEO-SP managers.
- 3.3.2 The Sverdrup Team will provide cradle-to-grave Integrated Logistics Support policy review. In support of Special Forces infrastructures and associated supportability processes, the Sverdrup Team will produce detailed recommendations for logistics support to encompass all phases of the designated system's life cycle. (A002 Technical Report)
- 3.3.2.1 The Sverdrup Team will develop logistics' strategies to ensure cradle-to-grave management support is integral to all assigned PEO-SP programs and projects. (A002 Technical Report)
- 3.3.2.2 The Sverdrup Team will provide full time on-site support covering all elements of Acquisition Integrated Logistics.
- 3.3.3 The Sverdrup Team will provide support for the development of detailed supportability analysis for each program and project life cycle planning. (A002 Technical Report)
- 3.3.4 The Sverdrup Team will attend and participate in logistics IPTs and program reviews. Integrated Logistics Assessments will be conducted in support of PEO-SP logistics life cycle program planning.
- 3.4 Administrative/Financial Support (SOO 2.4)
- 3.4.1 The Sverdrup Team will use USSOCOM and DoD directives, manuals, and regulations to develop, update and maintain Planning, Programming, Budgeting and Execution System (PPBES) documentation and databases IAW DoD 7000 series for submission to the PEO-SP Financial Manager. The Sverdrup Team will also provide documentation as required by others, for inclusion in the: Program Objective Memorandum (POM), Amended Program Objective Memorandum (APOM), and Budget Estimates Submissions (BES) and Amended Budget Estimate Submissions (ABES). (A002 Technical Report)
- 3.4.2 The Sverdrup Team will provide financial execution of program related work for PM-CP. These will include, but not be restricted to Form 14s for internal USSOCOM staffing, Reprogramming and Realignment Requests, Military Interdepartmental Purchase Requests (MIPRs), Form 9s, obligation plans or phasing of obligations for submission to the PEO-SP financial manager. (A002 Technical Report)
- 3.4.3 The Sverdrup Team will provide the Program Manager, Counter-proliferation Program Office, travel and administrative support.
- 4.0 <u>Management Objectives</u>. (SOO 3.0) The Sverdrup Team will provide clear and open government visibility into current tasking and schedule status, and will work closely with the government to provide flexible and innovative management of the schedule, performance, and risk involved with this task. The monthly status report shall document activities completed during that month, the status of on-going activities, the hours expended per labor category, and identify issues or risks that need to be brought to the government's attention. (A001 Monthly Summary Status Report)
- 5.0 <u>Deliverables</u>. Deliverables shall be as specified by the Contract Data Requirements List (CDRL). Acceptance shall be made by PEO-SP (PEO-SP shall evaluate the deliverables for

correctness, completeness, sufficiency of technical content, and compliance with applicable specifications and standards. USSOCOM shall take ownership of all products, reports, analysis, and work papers generated by the contractor as government owned. The government will have 10 government work days to complete the review of each deliverable and accept or reject the deliverable in writing. When the government fails to complete the review within the review period the deliverable will become acceptable by default.

6.0 Security.

7.0 <u>Travel</u>. The contractor(s) will travel, as directed by the government, to support this effort. This will include travel to government and/or contractor facilities within CONUS to participate in conferences, design reviews, technical demonstrations, as well as local travel. Travel will be conducted within established travel guidelines and budget, with government approval from the government task lead.

8.0 Release of Information: The Sverdrup Team will protect all government-furnished technical data from public disclosure IAW the document markings and the limitations of release contained in the Federal Acquisition Regulation, Part 3. The Sverdrup Team will preclude from disclosure outside the confines of the contract, by any means, all information related to deliverable items or services to be performed without the prior approval of the Contracting Officer or his/her authorized representative.

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k. OTHER (Specify) See item 13	All contractors working on this task order will posses a minimum of a Top Secret clearance, current within 5 yrs.
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	d or unclassified) pertaining to this contract shall not be released for public disse
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(See Item 13 and SAP Attachments) This contractor is not authorized to the Center Security Manager/COTR.	publicly release any government information; tasks and for activities involving a public release requirement will be
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* In the case of non-DoD User Agencies, requests for 13. SECURITY GUIDANCE.	or disclosure shall be submitted to that agency
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